



# CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

## **Building Inspector** **20 Hours a Week, Temporary** Hourly Rate: \$100

Closing Date: Open Until Filled. First review of applications on 3/13/2023

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established residences on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

### **DEFINITION**

Under general supervision, inspects buildings and structures and reviews plans to ensure compliance with approved plans, specifications and zoning regulations and ordinances; reads specifications, blueprints, and construction drawings; reviews building codes, laws, rules, and ordinances; researches new construction materials and methods; prepares inspection reports and records; provides information to and works with the public to resolve issues; and provides assistance to the Plans Examiner, Building Official, Planning & Building Director and Public Works Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Official. May receive technical and functional supervision from other management or professional positions. Exercises no direct supervision.

### **CLASS CHARACTERISTICS**

This is a journey-level position and employees at this level are required to perform the full range of professional building inspection duties, as assigned. They are expected to be fully competent and exercise independent technical judgment and make sound recommendations based on inspection findings. The work requires the application and interpretation of policies, procedures, and regulations, and involves frequent contact with the public. Employees at this level are required to be trained in all procedures related to the assigned area of responsibility, working with a high degree of independent judgment, tact, and initiative.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Inspects building construction and repair sites and activities at all stages to ensure compliance with all pertinent state laws, local codes, regulations, and ordinances; checks foundations, construction, and building materials and other areas for deficiencies.
- Reads and reviews building plans and specifications prior to conducting inspections; reviews code requirements and ensures compliance during inspection.
- Enforces administrative citations by giving instruction and warnings and or recommending or issuing stop work orders, issuing citations, issuing correction notices, and researching complaints.
- Assists builders, contractors, and homebuilders by explaining code requirements, answering questions and inquiries received at the public counter; and assisting with other assigned duties.
- Examines specific operating systems and construction trade work throughout the construction phase such as electrical wiring and electrical systems, plumbing installations, heating and mechanical systems, and carpentry.
- Maintains records and reports of inspection findings and recommendations; presents written and verbal report of findings.
- Attends and participates in meetings; stay abreast of new trends and innovations in the field of building inspection.
- Conducts inspections and reviews plans for seismic safety precautions and code compliance.

- Inputs results and data into the Department's computer system at various stages of the building permit process, including but not limited to inspection results, correction notices, and engineering submittals.
- Coordinates with other departments' personnel, including but not limited to Fire and Public Works, and the Planning Division to enforce regulations.
- Communicates with the public via email, phone and at the counter regarding upcoming and past inspections, resolving correction notices, completing inspections and finalizing projects.
- Communicates with other agencies and utilities as required.
- Supports department and division objectives.
- Prepares written and verbal inspection reports and maintains accurate records.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Building inspection practices and methods.
- Accepted safety standards and methods of building construction for commercial and residential buildings.
- State and local codes, laws, rules, ordinances, and regulations applicable to inspections.
- Inspection reporting and recording requirements.
- Inspection techniques, building tools and materials, and knowledge of skilled trades (carpentry, plumbing, mechanical and electrical).
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Relevant computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

### **Ability to:**

- Detect structural, electrical, plumbing, or heating defects through physical inspection and recommend corrective action.
- Read, review and apply building and planning codes and regulations.
- Read and interpret plans accurately and compare them with actual construction and repairs in progress; make mathematical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact; understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise correspondence, procedures, and other written materials.
- Perform a variety of technical and specialized tasks and functions in an independent and timely manner; interact, and communicate effectively, with architects, engineers, developers, general contractors, and property owners on matters pertaining to codes and regulations
- Utilize basic office equipment to include computers and related software applications and record keeping practices.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from high school or its equivalent. Specialized training or college courses with emphasis in building, planning, engineering, architecture, or a related field desirable. Two full time years of building inspection experience with a public agency with one year at journey-level; OR

One full time year of entry-level building inspection experience with a public agency or equivalent and two years of experience in the building construction field as a licensed contractor, journey-level carpenter, electrician, plumber, or equivalent experience.

### **Licenses and Certifications:**

- Possession of a valid California Driver's license issued by the State Department of Motor Vehicles. Please note that the City monitors DMV records over the course of employment.
- Possession International Code Council (ICC) or equivalent certificate as a Residential Building Inspector at time of appointment is desired.

## **PHYSICAL DEMANDS**

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various City development and meeting sites.

The City has implemented a mandatory COVID-19 vaccination policy. As a condition of employment, employees must be fully vaccinated for COVID-19 unless a reasonable accommodation request for a medical or religious exemption has been approved by the City.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

May be required to work a varied schedule of hours as needed. Employee must furnish their own car in order to perform inspections.

## **COMPENSATION**

Hourly rate: \$100.00

Auto Allowance: \$100.00 per month for use of personal automobile for official business purposes.

This is a part time, temporary, non-benefitted position, except for sick leave accrual in accordance with State law. **We expect this position to last at least one year.**

## **THE APPLICATION PROCESS**

**To be considered for this employment opportunity, a city employment application must be submitted online at <https://piedmont.casellehire.com/jobs/>.** The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*